

# corporate event planning guide

During your initial consultation with our event planning experts,  
the more information you can provide, the better we can serve you!

Contact name: \_\_\_\_\_ Est. # of people: \_\_\_\_\_

Company name: \_\_\_\_\_ Setup time: \_\_\_\_\_

Email: \_\_\_\_\_ Event start time: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event end time: \_\_\_\_\_

## room set up

Room(s) you are interested in

Setup style (see next page for options)

\_\_\_\_\_

\_\_\_\_\_

### Registration table:

- Not needed
- Tablecloth (\$2.75)
- Table skirting (\$10)
- Chairs
- # of chairs

### Equipment needs:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> TV/VCR or DVD Player | <input type="checkbox"/> Upright Piano         | <input type="checkbox"/> Easel              |
| <input type="checkbox"/> TV/VCR               | <input type="checkbox"/> Grand Piano           | <input type="checkbox"/> Chalk Board        |
| <input type="checkbox"/> Overhead Projector   | <input type="checkbox"/> Wireless Microphone   | <input type="checkbox"/> Dry Erase Board    |
| <input type="checkbox"/> Screen               | <input type="checkbox"/> Flip Chart & Markers  | <input type="checkbox"/> Peg Board Dividers |
| <input type="checkbox"/> Slide Projector      | <input type="checkbox"/> Standing Podium & Mic |   |
| <input type="checkbox"/> Video Projector      | <input type="checkbox"/> Tabletop Podium & Mic |   |

## food

### Morning refreshments:

- Not needed
- Beverages only
- Beverages & snacks
- Keep stocked
- Serving Time \_\_\_\_\_

### Lunch:

- Same room
- Eugenia's Restaurant
- Different room
- Serving Time \_\_\_\_\_

### Afternoon refreshments:

- Not needed
- Beverages only
- Beverages & snacks
- Keep refreshed
- Serving Time \_\_\_\_\_

### Dinner:

- Not needed
- Plated
- Buffet
- Hors d'oeuvres
- Bar
- Same room
- Different room
- Serving Time \_\_\_\_\_

Notes:

\_\_\_\_\_

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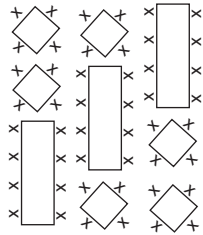
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REMEMBER...These are just a few options. We can set up the tables any way you'd like!

Room choice and number of guests may affect set up options.

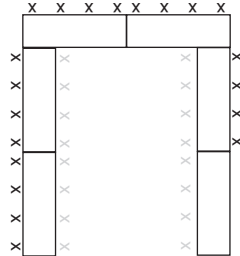
## Cabaret

Scattered tables & chairs

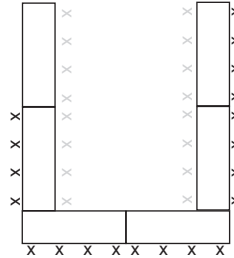


## Inverted "U"

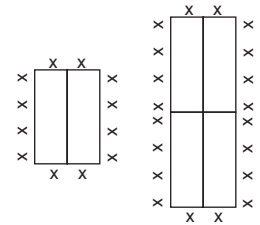
Same as "U" with head tables at room entrance



## "U" Shape

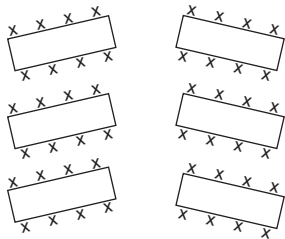


## Conference

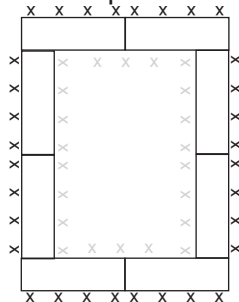


## Herringbone

Tables are angled in a row

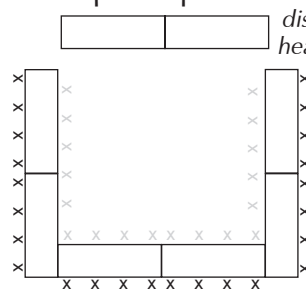


## Square

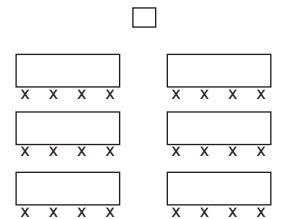


## Open Square

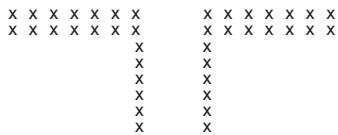
Usually for a display or head table



## Classroom

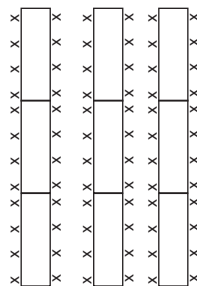


## Theater

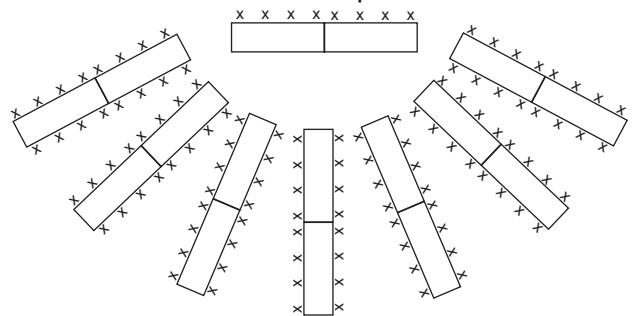


Depends on number of people. Center aisle should be wide enough for 2 people to walk side by side.

## Banquet



## Fan Shape



Notes:

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